California Environmental Protection Agency

Air Resources Board

2014 DATA REPORTING FOR THE CONSUMER PRODUCTS PROGRAM

Current 2014 Data Reporting Period

July 1 through November 1, 2015

2014 Data Report Due:

November 1, 2015

2014 Data Report Due:

November 1, 2015

Per California State Law, Completion and Submittal of 2014 Data is Mandatory.

Future Reporting: 2015 Data Reporting Period

July 1 through November 1, 2016

2015 Data Report Due: November 1, 2016

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I. Introduction to 2014 Data Reporting

The California Air Resources Board's (ARB) 2014 data reporting for the Consumer Products Program (2014 Data Reporting) begins July 1, 2015, and ends on November 1, 2015. This is the second year of a three year reporting cycle and is mandatory for all Responsible Parties that sold consumer products in California during the 2014 calendar year. This document describes the method that is available to responsible parties that are completing the ARB's 2014 Data Reporting.

The data submittal method for the 2014 data reporting will be facilitated by the 2014 Consumer Products Reporting Tool (CPRT2014). The CPRT2014 is a multi-tabbed Excel-based template that will facilitate the collection and reporting of the required 2014 data reporting into *.csv formatted files. It is designed for maximum flexibility for users with varying operating systems. The CPRT2014 is available for download at:
http://www.arb.ca.gov/consprod/regact/2014surv/2014main.htm
Step-by-step instructions for entering your data and submitting your data to ARB are described in this document. For more information regarding the scope of data reporting, please see:
http://www.arb.ca.gov/consprod/regact/2013surv/cprt/cprt_instruct_w_append.pdf.

II. New Features in the CPRT2014 and Other Reporting Information

1) The CPRT2014 has a new 'Change' column in the Product Information table. One of the following terms must be used for this field to describe the status of each product in the 2014 reporting period compared to what was reported in 2013. For more information, please see the Changes to Data Table in Step 9 of the 2014 Data Reporting Steps.

    a. **Unchanged** means there is no change from what was reported in 2013, except for a UPC code change.
    b. **Minor** means a product category change and/or label change in 2014.
    c. **Major** means there is a change between 2013 and 2014 product ingredients but label remained the same.
    d. **New** means a product was not sold in 2013, but had sales in California in 2014.
    e. **Discontinued** means a product was no longer sold in California in 2014.

2) International users: please adjust your settings to English (American) before saving the csv files so they are not semi-colon separated.

III. Downloading your "starter" Zip File

If you have submitted 2013 data to ARB, you will be provided with a "starter" Zip file. When you import your "starter" Zip file into CPRT2014, it will pre-populate the CPRT2014 with information you previously submitted, to minimize duplicate reporting.

To obtain your "starter" Zip file log onto the Web Upload Portal using your 2013 account logon information. Save your Zip file to your computer. After clicking on the Import 2013 Data button in CPRT2014 you will select your Zip file from the popup directory, as described in Chapter IV below. If you do not see your Zip file in the popup directory, please contact the Consumer Products Help email address at: csmrprod@arb.ca.gov

IV. 2014 Data Reporting Steps (PC Version)

The following instructions go through data entry for 2014 Data Reporting in a step by step format. It is recommended that you refer to the correct flow chart scenario, while following the instructions. Please see *Flowcharts for Using CPRT2014* at the end of this section. There are three scenarios:

- Companies that reported for 2013 and had no new products in 2014, and no major or minor changes to the 2013 data,
- Companies that reported for 2013 and have new products to report for 2014, or major or minor changes to the 2013 data, and
- First time reporting (2014 data only, or 2013 and 2014 data)

Step 1

Download the CPRT 2014 from:
http://www.arb.ca.gov/consprod/regact/2014surv/2014main.htm
Save it to your computer. Then open the CPRT2014 reporting tool by clicking on the *CPRT2014_* Excel Icon on your computer:

Click the "Enable Content" button in the yellow bar at the top of the screen to open the Menu. If necessary, the Menu window can be accessed at any time during the data entry by going to the tab/worksheet Start and clicking on the Menu button.

Note: **DO NOT** move the columns or change column names in the header rows! Each column is given a specific name that the file upload process is programmed to recognize.

SETUP

Step 2

Configuring CPRT

Click the Setup button. Next, click the Configure CPRT. Users must configure the CPRT2014 by selecting one reporting option.

For companies that reported products in 2013:

1) No New Products in 2014, or
2) New Products in 2014 or major or minor modifications to 2013 products

For companies that did not report in 2013:

3) First Time Reporting

Next: Click Start to begin.

Step 3

Importing 2013 Data

Companies that reported in 2013: you will need to import your "starter" Zip files that contain your 2013 data into CPRT2014. To do so, click the Import 2013 Data button. Select your Zip file from the popup directory. When prompted, select a location on your computer where "unzipped" file should be saved. The files are now unzipped.

New companies will not have this option available.

Note: If you do not see your zip file, please contact csmrprod@arb.ca.gov

DO NOT attempt to upload previously submitted files to CPRT2014- they will not work.

Step 4

Responsible Party Information

Next, click the Responsible Party button to go to the Responsible Party Information Form.

For companies that reported in 2013: review the contact information fields for accuracy and update as necessary. For companies that have previously reported in 2013, the company gross sales, employers, NAICs codes, etc. does not need to be reported.

New companies: complete the responsible party information. After entering information click Save to view the Responsible Party Information Table. Alternatively, the user can click on the Go To Table button to go to the Responsible Party Information Table and enter the information directly into the table. Clicking on the Form button will take the user back to the Responsible Party Information Form.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Once you have completed the Responsible Party information, click on the Menu button to save the information and return to the Menu window.

Step 5

Customizing Category Codes and Ingredients

Category codes

Companies with new products in 2014: CPRT2014 allows users to customize the list of ARB reporting category codes relevant to their products. To do this, click on Setup button on the Menu window and then on Category Codes button to go to the Select Category Code popup window. Select category code relevant to your products and click on Add Selection button. Click on Go to Table button to review your list of customized category codes. To delete irrelevant category codes from the list, highlight entire row in the table, right click and then click Delete.

Click on the Menu button to return to the Menu window.

Ingredients

Companies with new products in 2014: users may customize the list of chemical ingredient names present in their products to be used when entering ingredient information. To do this, click on Setup button on the Manu screen and then on Ingredients button to go to the Select ChemName popup window. Select chemical names relevant to your products and click on Add Selection button. Click on Go to Table button to review your list of chemical names. To add a chemical name not available from the Select ChemName popup window, type the chemical name and applicable CAS number directly into the table. To delete irrelevant chemical names from the list, highlight entire row in the table, right click and then click Delete.

Click on the Menu button to return to the Menu window.

DATA ENTRY PHASE

Step 6

Product Formulators

If you reported in 2013 and have no changes or new products to report for 2014: go to Step 9.

If you had new products in 2014 or it is your first time reporting:

Click on the Menu button and then on Enter Data button to return to the Data Entry Menu window. Determine if a 3rd party formulator will provide formulations to ARB for any new products or product groups. If no: go to Step 7. If yes, click on Product Formulators button to go to the Product Formulator Information Form.

On the Product Formulator Information Form, enter contact information for a new product formulator that will be providing product formulation. Designate the information as confidential by checking the Confidential box in the upper left hand corner of the form and click Save Records. To add another formulator, click Clear Form and repeat the process. Alternatively, the user can click on the Go To Table button to go to the Product Formulator Information Table and enter the information directly into the table. If you imported your 2013 data into CPRT2014 it will be displayed in the table. Enter any updates that you have for previously listed product formulators. Clicking on the Form button will take the user back to the Product Formulator Information Form.

Descriptions of the information being requested in each field can be displayed by hovering the mouse pointer over the column name in the header row of the table. Once you are done, click on the Menu button to go back to the Menu window.

Step 7

Fragrance Formulators

If you reported in 2013 and have no changes or new products to report for 2014: go to Step 8.

If you indicated that you have no formulators in step 6, you are self-reporting new product formulations. Determine if a fragrance is used as an ingredient for any product or product group. If no, go to step 8. If yes, click on Fragrance Formulator button to go to the Fragrance Formulator Information Form.

Use the Fragrance Formulation Information Form to enter contact information for a new fragrance formulator that provided fragrance(s) for products sold in California in 2014. Designate the information as confidential by checking the Confidential box in the upper left hand corner of the form and click Save Records. To add another fragrance formulator, click Clear Form and repeat the process. Alternatively, the user can click on the Go To Table button to go to the Fragrance Formulator Information Table and enter the information directly into the table. If you imported your 2013 data into CPRT2014 it will be displayed in the table. Enter any updates that you have for previously listed fragrance formulators. Clicking on the Form button will take the user back to the Fragrance Formulator Information Form.

Descriptions of the information being requested in each field can be displayed by hovering the mouse pointer over the column name in the header row of the table. Once you are done, click on the Menu button to return to the Menu window.

Step 8

Product Groups

Determine if new products will be grouped. If you will not be grouping new products: go to Step 9.

If you will be grouping new products, click on the Product Groups button to go to the Product Grouping Information Form. Enter the representative product group information. Use Lookup Category Code button to make a selection from a pre-customized list of category codes, and a Lookup Formulator button to make a selection from a list of product formulators you previously entered. Designate the information as confidential by checking the Confidential box in the upper left hand corner of the form and then click Save Records. To add another group, click Clear Form and repeat the process. Alternatively, the user can click on the Go To Table button to go to the Product Grouping Information Table and enter the information directly into the table. Clicking on the Form button will take the user back to the Product Grouping Information Form.

Descriptions of the information being requested in each field can be displayed by hovering the mouse pointer over the column name in the header row of the table. Once you are done, click on the Menu button to go back to the Data Entry Menu window.

Step 9

Product Information Data Entry

Click on the Products button on the Data Entry Menu window to begin entering information for each product.

Companies that had no new products or major or minor changes to existing products in 2014:

By clicking on the Products button you will be taken to the Product Information Table which will be populated with your 2013 data. You will see five blank columns where you will enter 2014 information for products reported previously in 2013: 2014 UPC, Units Sold in 2014, Confidential, Changes, and 2014 Comments. Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table. For more information on what should be entered into the Change data field, please refer to the Changes to Data Table at the end of this section.

Once you have completed the Products information, click on the Menu button to save the information and return to the Menu. Go directly to Step 11 of the instructions.

Companies that reported in 2013 and had new products, or minor or major changes in 2014:

By clicking on the Products button you will be taken to the Product Information Form. Fill out the form for each new product. Use Select Group button to make a selection from a list of previously entered product groups to populate the Group Name field. Use Formulator button to make a selection from a list of your formulators. Use Select Code button to make selection from a customized category codes list for Category Code 1 and Category Code 2 fields. Designate the information as confidential by checking the Confidential box at the top of the form and then click Save. To add another product, click Clear Fields and repeat the process.

To provide 2014 information for products previously reported in 2013, click on the Go To Table button on the Product Information Form to go to the Product Information Table, which will be populated with your 2013 data. You will see five blank columns where you will enter 2014 information for products reported previously in 2013: 2014 UPC, Units Sold in 2014, Confidential, Changes, and 2014 Comments. If the change column is major or minor, overwrite the 2013 data entries with new product categories or formula name. For more information on what should be entered into the Change data field, please refer to the Changes to Data Table at the end of this section.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table. New products will be automatically added at the bottom of the table.

Once you have completed the Products information, click on the Menu button to save the information and return to the Menu. For more information on major and minor changes, please see the Changes to Data Table in Step 9.

Companies that didn’t report in 2014:

By clicking on the Products button you will be taken to the Product Information Form. Fill out the form for each new product. Use Select Group button to make a selection from a list of previously entered product groups to populate the Group Name field. If the product was also sold in California in 2013, please enter the applicable information into the Units Sold (UPC) 2013 and UPC 2013 fields. Use Select Code button to make selection from a customized category codes list for Category Code 1 and Category Code 2 fields. Designate the information as confidential by checking the Confidential box at the top of the form and click Save Record to save the information. To add another product, click Clear Fields and repeat the process.

Alternatively, the user can click on the Go To Table button to go to the Product Information Table and enter the information directly into the table. Clicking on the Form button will take the user back to the Product Information Form. For more information on what should be entered into the Change data field, please refer to the Changes to Data Table at the end of this section.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Once you have completed the Products information, click on the Menu button to save the information and return to the Menu.

Changes to Data Table

CPRT2014 designations of product “status” in 2014 compared to 2013 to be entered in the Change data field.

Entry in Change Column	Label Change	Product Category Change	Ingredient Changes	UPC Code Change	CPRT 2014 Applicability
Major			X		Modify existing entry. Create new formula name. Provide new formulator contact information, if needed.
Minor	X	X			Modify existing entry. Provide new label name. Upload new label.
New	X	X	X		Add new row with new product information.
No changes				X	No modifications needed.
Discontinued					Enter zero sales.

Step 10

Formulations

If you are not self-reporting products ingredients information, go directly to step 11.

To enter the self-reported products ingredient information click on Formulations button of the Data Entry Menu window, to go to the Products Formulation Information Form. Enter ingredient information for each new product. When entering data into the ChemName column, click on the cell and then click on the Select Chem button to open a popup window that will allow you to select a chemical from a customized list of ingredients. Click Add Ingredient and the Close to return to the Products Formulation Information Form. Designate the information as confidential by checking the Confidential box at the top of the form and then click Save Record. To add another product, click Clear Fields and repeat the process.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Click on the Go To Table button to review your data in the Product Formulation Information Table.

Once you have completed the Products Formulation Information, click on the Menu button to save the information and return to the Menu.

Step 11

Check Data

Click on the Check Data button on the Menu window to check for missing information.

Responsible Party Information

Please make sure all of the mandatory data fields with Responsible Party contact information on the Responsible Party Information screen are filled out. All of the data fields on this screen are mandatory except for the parent company contact information.

Product Formulators

Please make sure there is no missing product formulator information on the Product Formulator screen.

Fragrance Formulators

Please make sure there is no missing fragrance formulator information on the Fragrance Formulator screen.

Products

Please make sure there are no blank rows in between the rows with product data information. Please also make sure there are no blank entries, including Kit and Multipack data fields. Both Kit and Multipack data fields should have a numerical value of 1 or greater. The Density data field should also have a numerical value entered.

Formulations

Please make sure the total weight % for all ingredients in each formula totals 100. Please also make sure there are no duplicate chemical name entries for a unique formula name and there are no blank entries in the weight % data field.

Step 12

Certify Data

Click on Certify Data button to go to the Certification Form to complete certification information. Click Save Records to save the completed form or Clear Form to start over. When done, click on the Menu button to return to the Menu.

Step 13

Making CSV files for ARB

Once all data has been entered into the 2014CPRT, the user must export csv files to submit to ARB.

On the Menu window, click on Make CSV files button and then on Make CSV's for ARB. In the popup window select the location for files to be saved on your computer. This step will generate 6 csv files with your data that you will upload to ARB.

Step 14

Making CSV files for Formulators

On the Menu window, click on Make CSV files button and then on Make CSV's for Formulators. This will generate CSV files to send to the formulator for completion of the formula information. In the popup window select the location for files to be saved on your computer.

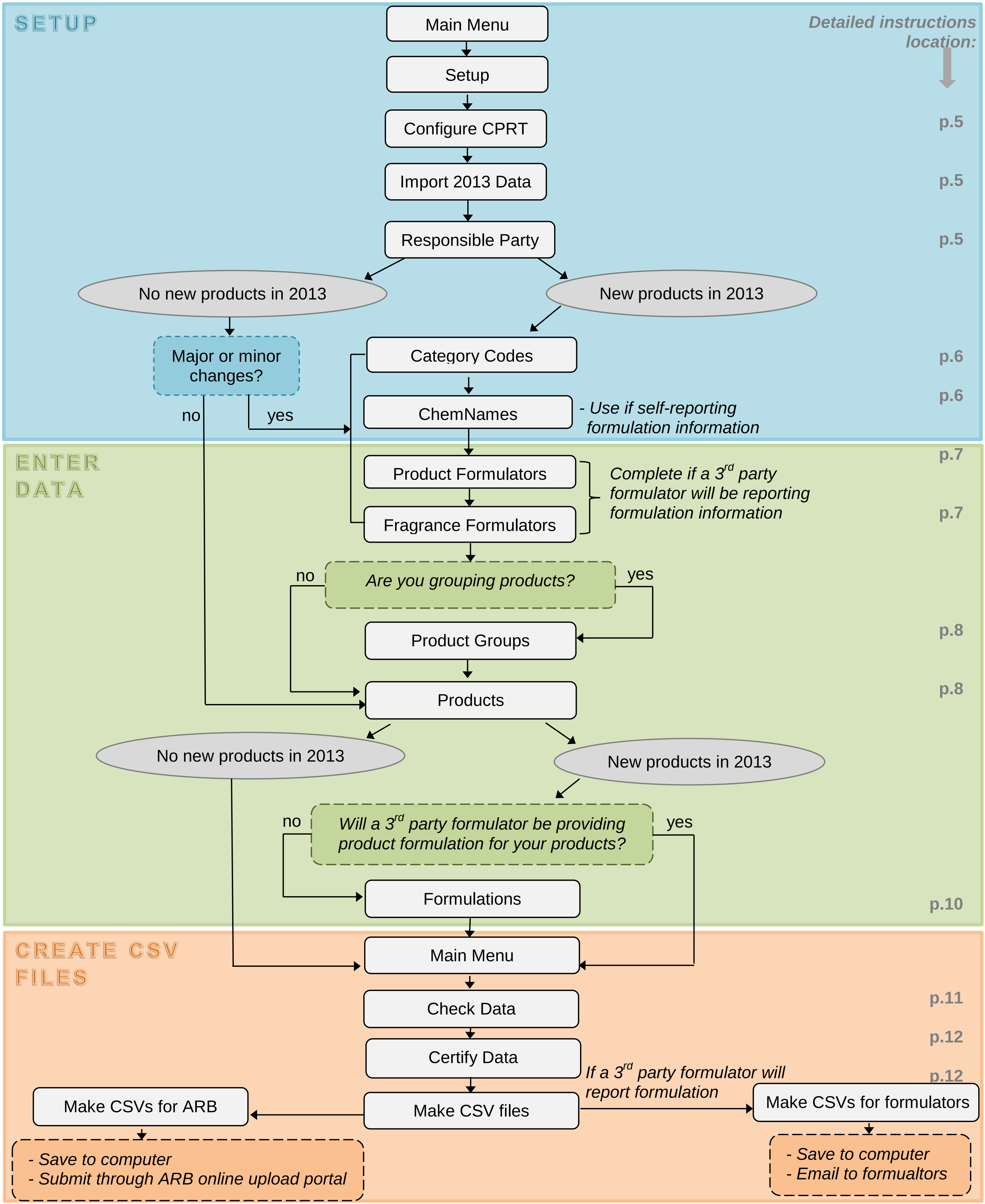
Next, locate the exported formulator files on your computer. You will find one "FormulatorKey.txt" file, which will have a list of exported files and corresponding formulators those files should be emailed to, and one CSV file per each of the formulators you entered into the 2014CPRT. Refer to the "FormulatorKey.txt" file to email each of the exported formulator CSV files to a corresponding formulator.

V. Uploading Data to ARB

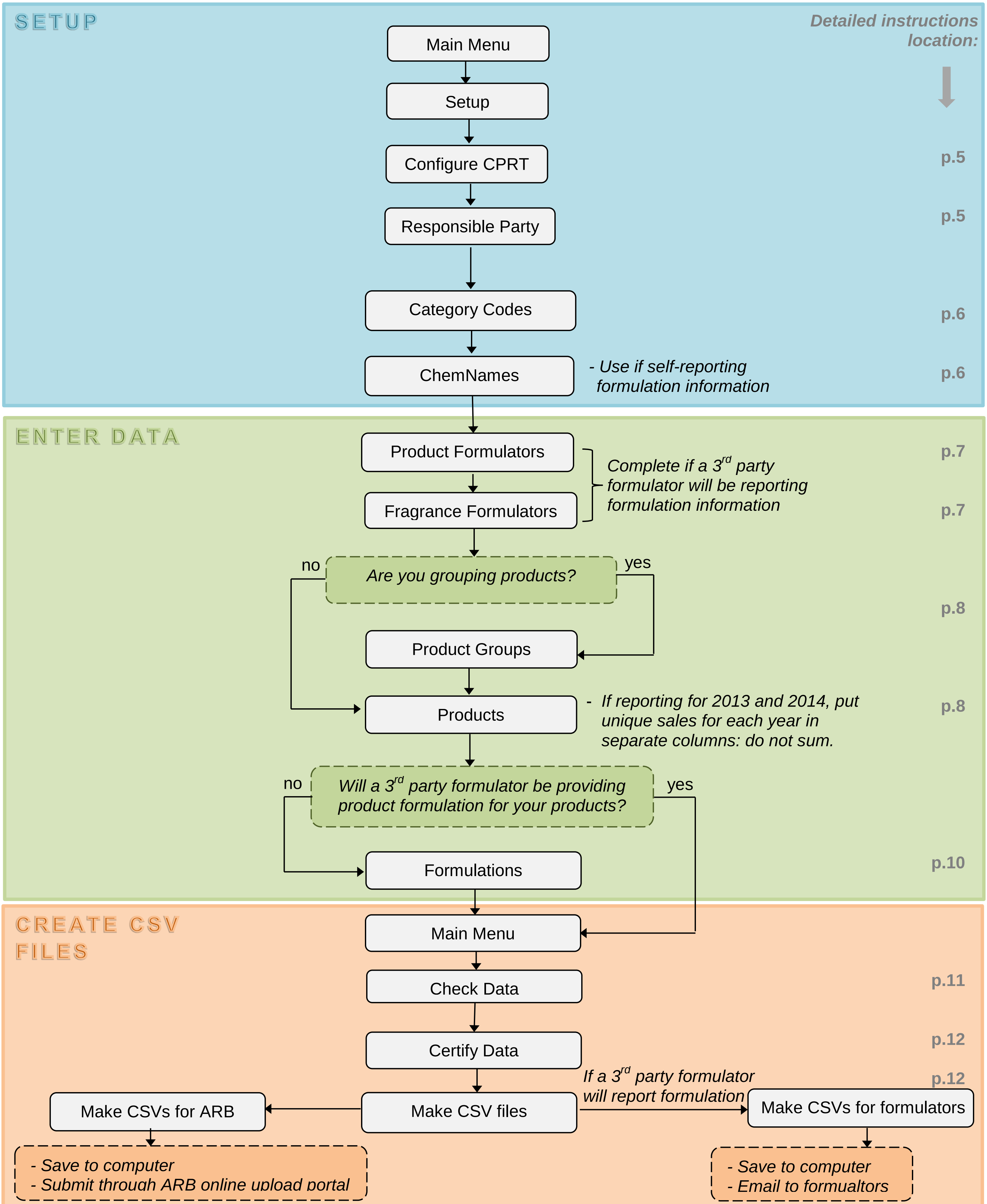
Upload the 6 saved CSV files to ARB in addition to the label files for new products. For uploading information, go to:
http://www.arb.ca.gov/consprod/regact/2014surv/instructions%20for%20uploading.pdf

Flowcharts for Using CPRT2014 (PC Users)

Companies that Reported in 2013: Flowchart for Using 2014CPRT (PC Users)



Companies that Didn't Report in 2013: Flowchart for Using 2014CPRT (PC Users)



VI. 2014 Data Reporting Steps (Mac Version and Alternative Operating Systems)

The following instructions go through data entry for 2014 Data Reporting in a step by step format. It is recommended that you refer the correct flowchart scenario, while following the instructions. Please see *Flowcharts for Using CPRT2014* at the end of this section.

Step 1

SETUP STAGE

To begin, please open the CPRT2014 reporting tool by clicking on the *2014 CPRT* Excel Icon:

Note: **DO NOT** move the columns or change column names in the header rows! Each column is given a specific name that the file upload process is programed to recognize.

DATA ENTRY PHASE

Step 2

Responsible Party Information

Companies that reported in 2013: open the unzipped files with your 2013 data that you obtained from ARB website. Copy your company contact information from your unzipped file ending in **t1.csv** into the tab/worksheet T114. Update as necessary.

For new companies, complete the responsible party information in the tab/worksheet T114.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Step 3

Product Formulators

If you reported in 2013 and have no new products to report for 2014: go to Step 6.

If you reported in 2013 and had new products in 2014:

Determine if a 3rd party formulator will provide formulations to ARB for any new products or product groups. If no: go to Step 4. If yes, go to tab/worksheet T414P to access the Product Formulator Information Table.
Enter contact information for product formulators into the table.

First time reporting:

Determine if a 3rd party formulator will provide formulations to ARB for any new products or product groups. If no: go to Step 4. If yes, go to tab/worksheet T414P to access the Product Formulator Information Table. Enter contact information for new product formulators into the table.

Descriptions of the information being requested in each field can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Step 4

Fragrance Formulators

If you reported in 2013 and have no new products to report for 2014: go to Step 7.

If you said no in step 5, you are self-reporting new product formulations. Determine if a fragrance is used as an ingredient for any product or product group. If no, go to Step 5. If yes, go to tab/worksheet T414F to access the Fragrance Formulator Information Table.

If you reported in 2013 and had new products in 2014:

Enter contact information for fragrance formulators into the table.

First time reporting:

Enter contact information for fragrance formulators into the table.

Descriptions of the information being requested in each field can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Step 5

Product Groups

Determine if new products will be grouped. If you will not be grouping new products: go to step 6. If you will be grouping new products, go to tab/worksheet T514 to access the Product Grouping Information Table.

If you reported in 2013 and had new products in 2014:

Copy information from your unzipped file ending in **t5.csv** and paste into tab/worksheet T514. Enter the representative product group information for new products below the pasted 2013 data.

Use Lookup Category Code dropdown menu to make a selection from a pre-customized list of category codes, and a Lookup Formulator dropdown menu to make a selection from a list of product formulators you previously entered.

Descriptions of the information being requested in each field can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Step 6

Product Information Data Entry

Companies that reported in 2013:

Copy data from your unzipped file ending in **t2.csv** into appropriate columns of tab/worksheet T214 to go the Product Information Table. You will see five additional blank columns where you will enter 2014 information for products reported previously in 2013: 2014 UPC, Units Sold in 2014, Confidential, Changes, 2014 Comments. Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Enter the data for new products in 2014 by typing it into the table below.

Companies that didn't report in 2014:

Enter the 2014 data for your products into the Product Information Table on tab/worksheet T214. If you also had sales in California in 2013 but did not previously report it, enter the 2013 data for your products into the Units Sold in 2013 column of the worksheet.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Step 7

Formulations

If you are not self-reporting products ingredients information, go directly to Step 8.

To enter the self-reported products ingredient information go to tab/worksheet T314 to access the Products Formulation Information Table. Enter ingredient information for each new product. When entering data into the ChemName column, click on the cell and then click on the Select Chem dropdown to select a chemical from a customized list of ingredients.

Descriptions of the information being requested in each column can be displayed by hovering the mouse pointer over the column name in the header row of the table.

Step 8

Certify Data

Enter certification information into tab/worksheet T614. Please refer to Step 11 of instructions for PC users on page 11 of the instructions packet for notes on what to pay attention to make sure your data is complete.

Step 9

Making CSV files for ARB

Users will need to save each of the following individual tab/worksheets as a CSV file and give it the appropriate name:

Save T114 as **t1xxx#####.csv**
Save T214 as **t2xxx#####.csv**
Save T314 as **t3xxx#####.csv**
Save T414P as **t4xxx#####.csv**
Save T414F as **t5xxx#####.csv**
Save T614 as **t6xxx#####.csv**

Where xxx stands for the first three letters of company name, and ##### stands for contact zip code.

For example, if you are Main Street Lubricants, located in Sacramento at zip code 95814, your files would be names as follows: t1mai95814.csv, t2mai95814.csv, t3mai95814.csv, t4mai95814.csv, t5mai95814.csv, and t6mai95814.csv.

Step 10

Making CSV files for Formulators
If you are using formulators, email the saved FormulatorCSV file to the corresponding formulator.

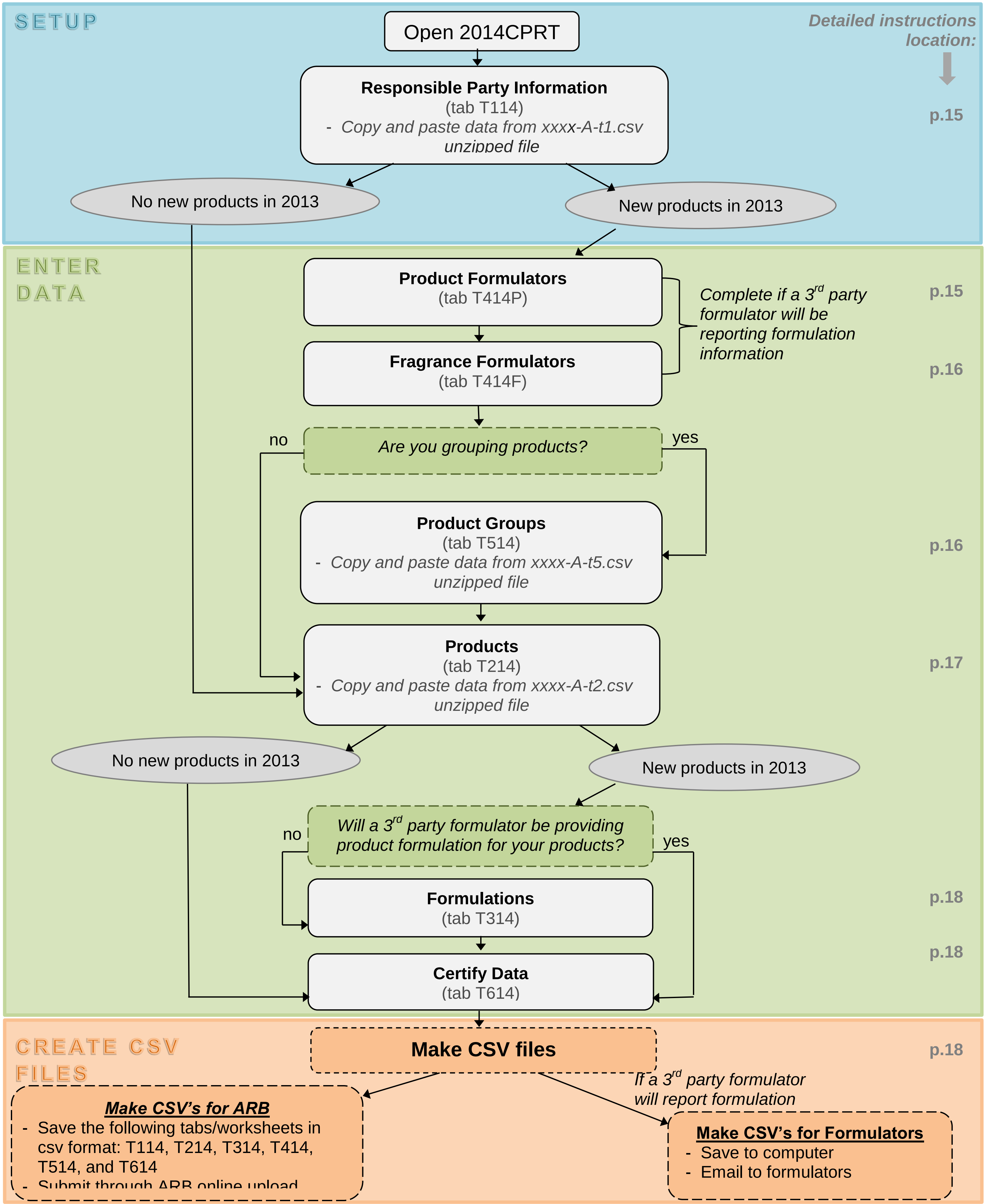
UPLOADING DATA TO ARB

Step 11

See page 12 of these instructions for the upload process.

Flowcharts for Using CPRT2014 (MAC and Alternative Operating Systems)

Companies that Reported in 2013: Flowchart for Using 2014CPRT (MAC and Alternative Operating Systems)



Companies that Reported in 2013: Flowchart for Using 2014CPRT (MAC and Alternative Operating Systems)